

# Job Seeking Skills Workshops

## January - December 2020

★ **Richfield Employment Center**  
115 E. 100 S. • Richfield, UT

**Workshops are presented Mondays at 10:00 a.m.**

Register for  
reserved seating.  
Walk-ins  
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- To register, talk to your Workforce Services employment counselor or go to [jobs.utah.gov](http://jobs.utah.gov) and click on "Sign In" and "my Job Search" on the top right corner. It will prompt you to login or sign up for a free Job Seeker account if you don't already have one. Registration is preferred.
- Workshops start on time. Late-comers will be asked to reschedule.

For more information,  
please call toll free:  
**1-866-748-1483**, visit  
**[jobs.utah.gov](http://jobs.utah.gov)**  
or come to DWS at  
115 E. 100 S. • Richfield, UT.

PROFESSIONALISM IN THE WORKPLACE:	
Feb 24, Apr 6, May 18, Jul 6, Aug 24, Oct 19, Nov 30	10:00 AM
RESUME WRITING:	
Jan 6, Mar 2 Apr 13, Jun 1, Jul 13, Aug 31, Oct 26, Dec 7	10:00 AM
EMPLOYMENT ESSENTIALS:	
Mar 16, Apr 27, Jun 15, Sept 21	10:00 AM
INTERVIEWING SKILLS:	
Jan 13, Mar 9, Apr 20, Jun 8, Jul 27, Sept 14, Nov 2, Dec 14	10:00 AM
BUDGETING:	
Feb 10, Mar 30, May 11, Jun 29, Jul 20, Aug 17, Oct 5, Nov 23	10:00 AM
JOB SEARCHING STRATEGIES:	
Jan 27, Feb 3, Mar 23, May 4, Jun 22, Aug 10, Sept 28, Nov 16	10:00 AM
*LINKEDIN #1	
None	

**PROFESSIONALISM IN THE WORKPLACE:** Learn how to present yourself professionally, interact with others, how to use social media and how to approach and solve problems.

**RESUME WRITING:** Learn how to develop an effective resume that will get you an interview.

**EMPLOYMENT ESSENTIALS:** Learn strategies and tips to develop better job searching skills, skills identification, networking, resume writing and interviewing skills.

**INTERVIEWING SKILLS:** Strategize ways to confidently complete an interview.

**BUDGETING:** Learn how to budget, save, repay debt and build credit.

**JOB SEARCHING STRATEGIES:** Learn advanced job search techniques to find the best commercial job sites, publish resumes online and research companies.

**LINKEDIN #1:** Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile. *\*Prerequisite — must have an open LinkedIn account that you can access.*



*Equal Opportunity Employer/Program*

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.



**[jobs.utah.gov](http://jobs.utah.gov)**